ATTACHMENT #2

AUTOMATED INFORMATION SYSTEMS PROFILES

AIS systems requiring support services: Gregory Yedell

Publication Utilities for Blue/Yellow Book
1. **Name of Application/System: BLUEUTIL**
   Purpose of this application
   Utilities related to the Publication of the Blue/Yellow Books. (Classified Index of NLRB Board Decisions and Related Court Decisions).

   User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
   John Hornbeck and Herb Weiser in the Research and Policy Planning Branch personnel

2. **Name of Application/ System**
   Server the SW resides on
   Advice - Volume LRES

   Software Configuration on Server
Directory	**Files**
G:\PROJ\LRCP	All including subdirectories
G:\PROJ\GPO	
G:\PROJ\GPOC	

   Desktop Hardware supported on (386, 486, Pentium)
   486 or better. Windows or Dos

   Desktop configuration (special cards/connections)
   Icon on Desktop calls batch files. Use LRPUBUTL.BAT.

   Nuances, known bugs, and fixes

   Support Requirements & Contact Point/Domain Expert
   FTE: Gregory Yeldell
   Contractor
   Vendor

3. **Procedures for Contractor carrying out support requirements**
   All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

4. **Phone number:** (202) 273-4093

5. **System documentation -** None.
   User
   Reference
   Technical Training (if available)

AIS systems requiring support services: Gregory Yedell

Representation Cases (RCASE)

1. **Name of Application/System: RCASE**

   Purpose of this application
   Classified Index of Decisions of the Regional Directors of the NLRB in Representation Proceedings. (Green Book)

   User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
   Research and Policy Planning Branch personnel (John Hornbeck).

2. **Name of Application/ System**
   Server the SW resides on
   Advice - Volume LRES

   Software Configuration on Server

Directory	Files
G:\PROJ\LRCP	All including subdirectories
G:\PROJ\GPO	
G:\PROJ\GPOC	

   Desktop Hardware supported on (386, 486, Pentium)
   486 or better. Windows or Dos

   Desktop configuration (special cards/connections)
   Icon on Desktop calls batch files. Use LRRCASE.BAT for users that don't have a local printer. Use HRRCASE.BAT for users with local printer

   Nuances, known bugs, and fixes

   Support Requirements & Contact Point/Domain Expert
   FTE: Gregory Yeldell
   Contractor
   Vendor

3. **Procedures for Contractor carrying out support requirements**
   All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

4. **Phone number:** (202) 273-4093

5. **System documentation -** None.
   User
   Reference
   Technical Training (if available)

AIS systems requiring support services: Gregory Yedell

Regional Office Budgeting System v8 (ROBS)

1.   **Name of Application/System:** ROBS
        Purpose of this application
        Allows regions to track obligations and expenditures. Budget information is electronically sent to Headquarters
        Finance Dept. once a week.

        **User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners,
        compliance officers)**
        Regional Office Manager and OM assistants.

2.   **Name of Application/ System**
        Server the SW resides on
        Regional Server - Volume SYS2
        Directory U:\RFMS

        Software Configuration on Server

Directory	Files
U:\RFMS	ROB98DAT.MDB, ROB98VER.MDB
U:\RFMS\LOCAL8	ROB98FRM.MDB, ROB98.MDW, ROB98COM.MDB, FLAGMDB.BAT

        Desktop Hardware supported on (386, 486, Pentium)
        Pentium or better, Windows 95

        Desktop configuration (special cards/connections)
        Access97 Required
        Setup program on CD labeled *NLRB ROBS v8 (REGION) 9/1/98*

Directory	Files
C:\Program Files\NLRB\Robsv8	(Files installed by setup)

        Nuances, known bugs, and fixes

        Support Requirements & Contact Point/Domain Expert
        FTE: Gregory Yeldell
        Contractor
        Vendor

3.   **Procedures for Contractor carrying out support requirements**
        Files in directory U:\RFMS must be restored by backup otherwise all data is lost.
        Other files can be recovered from backup or setup CD.

4.   **Phone number** (202) 273-4093

5.   **System documentation**
        User Robs Manual produced by Karl Rohrbaugh
        Reference
        Technical Training (if available)

<h1 style="text-align:center">AIS systems requiring support services: Gregory Yedell</h1>

Unfair Labor Practices (ULP)

1. **Name of Application/System:** ULP
Purpose of this application
Database of Classified Index of Dispositions of ULP Charges by the General Counsel of the NLRB. (Gray Book).

User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
Research and Policy Planning Branch personnel (John Hornbeck).

2. **Name of Application/ System**
Server the SW resides on
Advice - Volume LRES

Software Configuration on Server

Directory	**Files**
G:\PROJ\LRCP	All including subdirectories
G:\PROJ\GPO	
G:\PROJ\GPOC	

Desktop Hardware supported on (386, 486, Pentium)
486 or better. Windows or Dos

Desktop configuration (special cards/connections)
Icon on Desktop calls batch files. Use LRULP.BAT for users that don't have a local printer. Use HRULP.BAT for users with local printer

Nuances, known bugs, and fixes

Support Requirements & Contact Point/Domain Expert
FTE: Gregory Yeldell
Contractor
Vendor

3. **Procedures for Contractor carrying out support requirements**
All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

4. **Phone number:** (202) 273-4093

5. **System documentation -** None.
User
Reference
Technical Training (if available)

Work-In-Progress (WIP)
1. **Name of Application/System**: **WIP**
    Purpose of this application
    Work-In-Progress Classified Index of NLRB Board Decisions and Related Court Decisions.
    (Blue/Yellow Book)

    User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
    Research and Policy Planning Branch personnel (John Hornbeck).

2. **Name of Application/ System**
    Server the SW resides on
    Advice - Volume LRES

    Software Configuration on Server

Directory	**Files**
G:\PROJ\LRCP	All including subdirectories
G:\PROJ\GPO	
G:\PROJ\GPOC	

    Desktop Hardware supported on (386, 486, Pentium)
    486 or better. Windows or Dos

    Desktop configuration (special cards/connections)
    Icon on Desktop calls batch files. Use LRWIP.BAT for users that don't have a local printer. Use HRWIP.BAT for users with local printer

    Nuances, known bugs, and fixes

    Support Requirements & Contact Point/Domain Expert
    FTE: Gregory Yeldell
    Contractor
    Vendor

3. **Procedures for Contractor carrying out support requirements**
    All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

4. **Phone number:** (202) 273-4093

5. **System documentation -** None.
    User
    Reference
    Technical Training (if available)

AIS systems requiring support services: Gregory Yedell

Freedom of Information Act (FOIA)

1. **Name of Application/System:** FOIA
    Purpose of this application
    Database of FOIA requests.

    User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
    Research and Policy Planning Branch personnel (John Hornbeck).

2. **Name of Application/ System**
    Server the SW resides on
    Advice - Volume LRES

    Software Configuration on Server

Directory	Files
G:\PROJ\LRCP	All including subdirectories

    Desktop Hardware supported on (386, 486, Pentium)
    486 or better. Windows or Dos

    Desktop configuration (special cards/connections)
    Icon on Desktop calls batch files. Use LRFOIA.BAT for users that don't have a local printer. Use HRFOIA.BAT for users with local printer

    Nuances, known bugs, and fixes

    Support Requirements & Contact Point/Domain Expert
    FTE: Gregory Yeldell
    Contractor
    Vendor

3. **Procedures for Contractor carrying out support requirements**
    All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

4. **Phone number:** (202) 273-4093

5. **System documentation -** None.
    User
    Reference
    Technical Training (if available)

AIS systems requiring support services: Gregory Yedell

Classified Index - The Electronic Network (CITENET)

1.   **Name of Application/System: CITENET**
        Purpose of this application
        Search and Retrieval of scopes from the WIP database (Classified Index of NLRB Board Decisions and
        Related Court Decisions).

        **User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees,
        examiners, compliance officers)**
        All NLRB employees.

2.   **Name of Application/ System**
        Server the SW resides on
        Advice - Volume LRES

        Software Configuration on Server

Directory	Files
G:\PROJ\LRCP\RESEARCH	All including subdirectories

        Desktop Hardware supported on (386, 486, Pentium)
        486 or better. Windows or Dos

        Desktop configuration (special cards/connections)
        Icon on Desktop calls batch files. Use LRPPIX.BAT.

        Nuances, known bugs, and fixes

        Support Requirements & Contact Point/Domain Expert
        FTE: Gregory Yeldell
        Contractor
        Vendor

3.   **Procedures for Contractor carrying out support requirements**
        All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

4.   **Phone number:** (202) 273-4093

5.   **System documentation**
        User - CiteNet User's Manual
        Reference
        Technical Training (if available)

AIS systems requiring support services: Gregory Yedell

Headquarter Import Robs (HIR)

1.   Name of Application/System: HIR
Purpose of this application
Imports ROBS text files received from regions every week.

User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
Karl Rohrbaugh in Finance; Carole Coleman in Operations Management personnel; Laurie Sanders, Francis Young, and Gregory Yeldell in ITB.

2.   Name of Application/ System
Server the SW resides on
Operation Management - Volume OPER
Directory \10DAY

Software Configuration on Server

Directory	Files
\10day	RB98HIMP.MDB, ROB98.MDW

Desktop Hardware supported on (386, 486, Pentium)
Pentium or better, Windows 95

Desktop configuration (special cards/connections)
Access97 Required
Setup programs on CD labeled *ROBS HQ v8 (6/18/98)* in directory \SETUPIM.

Directory	Files
C:\Program Files\NLRB\RB98IMP	(Files installed by setup)

Nuances, known bugs, and fixes

Support Requirements & Contact Point/Domain Expert
FTE: Gregory Yeldell
Contractor
Vendor

3.   Procedures for Contractor carrying out support requirements
Files in directory \10DAY must be restored by backup otherwise all data is lost.
Other files can be recovered from backup or setup CD.

4.   Phone number (202) 273-4093

5.   System documentation - none
User
Reference
Technical Training (if available)

AIS systems requiring support services: Gregory Yedell

Headquarter Operations Budgeting System v8 (HOBS)

1. **Name of Application/System: HOBS**
Purpose of this application
Produces management reports on regional obligations and expenditures.

User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
Only managers in Finance and Operations Management.

2. **Name of Application/ System**
Server the SW resides on
Operations Management - Volume OPER
Directory \10DAY

Software Configuration on Server

Directory	Files
\10day	RB98HDAT.MDB, ROB98.MDW
\10day\LOCAL8	RB98HFRM.MDB, ROB98FRM.MDB, ROB98VER.MDB, ROB98.MDW, ROB98COM.MDB

Desktop Hardware supported on (386, 486, Pentium)
Pentium or better, Windows 95

Desktop configuration (special cards/connections)
Access97 Required
Setup programs on CD labeled *ROBS HQ v8 (6/18/98)* in directory \SETUPHQ and \SETUPV8

Directory	Files
C:\Program Files\NLRB\RBHQv8	(Files installed by setup)

Nuances, known bugs, and fixes

Support Requirements & Contact Point/Domain Expert
FTE: Gregory Yeldell
Contractor
Vendor

3. **Procedures for Contractor carrying out support requirements**
Files in directory \10DAY must be restored by backup otherwise all data is lost.
Other files can be recovered from backup or setup CD.

4. **Phone number** (202) 273-4093

5. **System documentation** - none
User
Reference
Technical Training (if available)

AIS systems requiring support services: Gregory Yedell

Operations Management Executive Assistant v8 (OMEX)

1. **Name of Application/System : OMEX**
Purpose of this application
Audit and track Current Employee locations and positions.

User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
Operations Management

2. **Name of Application/ System: OMEX**
Server the SW resides on
Operations Management - Volume OPER
Directory \Opercom\Execasst

Software Configuration on Server

Directory	Files
Opercom\Execasst	OMX98DAT.MDB, OMX98ARC.MDB
Opercom\Execasst\Local98	OMX98.MDW, OMX98FRM.MDB
Opercom\Execasst\Omxsetup	(All Files)

Desktop Hardware supported on (386, 486, Pentium)
Pentium or better

Desktop configuration (special cards/connections)
Access97 Required
Setup program "Setupex.exe" located in Opercom\Execasst\Omxsetup.

Directory	Files
C:\Program Files\NLRB\Executive Assistant v8	(Files installed by setup)

Nuances, known bugs, and fixes

Support Requirements & Contact Point/Domain Expert
FTE : Gregory Yeldell
Contractor
Vendor

3. **Procedures for Contractor carrying out support requirements**
Files in directory <u>Opercom\Execasst</u> must be restored from backup otherwise all data is lost. Others files can be recovered from backup or setup CD.

4. **Phone number** - (202) 273-4093

5. **System documentation** - None
User
Reference
Technical Training (if available)

AIS systems requiring support services: Gregory Yedell

IPRO (Intelligent Procurement System)
1.   **Name of Application/System : PAI-IPRO**
        Purpose of this application
        MS SQL v6.5 Database of Purchase Requests and Purchase Orders.

        User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
        Procurement managers and contracting personnel in Procurement Facilities Branch and the Library.

2.   **Name of Application/ System**
        Server the SW resides on
        NT Server **NLRBEDI**

        Software Configuration on Server
                   Directory   **Files**
                   D:\IPRO   All including subdirectories
                   D:\MSSQL

        Desktop Hardware supported on (386, 486, Pentium)
        Windows 95 or NT Workstation 4.0

        Desktop configuration (special cards/connections)
        Icon on Desktop.

        Nuances, known bugs, and fixes

        Support Requirements & Contact Point/Domain Expert
        FTE: Gregory Yeldell, Paula Roy
        Contractor
        Vendor:
        DSIC (Digital System International Corporation**)**
        PAI (Procurement Automation Institute)

3.   **Procedures for Contractor carrying out support requirements**
        All files and sub-directories must be restored from backup if server drive is replaced.

4.   **Phone number:** (202) 273-4093

5.   **System documentation**
        User - User's Manual
        Reference
        Technical Training (if available)

AIS systems requiring support services: Gregory Yedell

Procurement Management Information System (PMIS)
1.   **Name of Application/System**: **PMIS**
        Purpose of this application
        Database of Purchase Requests and Purchase Orders.

        User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
        Procurement managers and contracting personnel in Procurement Facilities Branch and the Library.

2.   **Name of Application/ System**
        Server the SW resides on
        Admin - Volume PROFAC

        Software Configuration on Server
Directory	**Files**
P:\PMISCOM\PMISNEW	All including subdirectories

        Desktop Hardware supported on (386, 486, Pentium)
        486 or better. Windows or Dos

        Desktop configuration (special cards/connections)
        Icon on Desktop calls batch files. Use LOGONx.BAT.

        Nuances, known bugs, and fixes

        Support Requirements & Contact Point/Domain Expert
        FTE: Gregory Yeldell
        Contractor
        Vendor

3.   **Procedures for Contractor carrying out support requirements**
        All files and sub-directories in P:\PMISCOM\PMISNEW must be restored from backup if server drive is replaced.

4.   **Phone number:** (202) 273-4093

5.   **System documentation**
        User - User's Manual
        Reference
        Technical Training (if available)

AIS systems requiring support services: Gregory Yedell

Publication of Blue/Yellow Book Scopes
1. **Name of Application/System: BLUEBOOK**
   Purpose of this application
   Publication of the Blue/Yellow Books scopes or digests in WIP Database (Classified Index of NLRB Board Decisions and Related Court Decisions).

   User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
   John Hornbeck and Herb Weiser in the Research and Policy Planning Branch personnel

2. **Name of Application/ System**
   Server the SW resides on
   Advice - Volume LRES

   Software Configuration on Server

Directory	**Files**
G:\PROJ\LRCP	All including subdirectories
G:\PROJ\GPO	
G:\PROJ\GPOC	

   Desktop Hardware supported on (386, 486, Pentium)
   486 or better. Windows or Dos

   Desktop configuration (special cards/connections)
   Icon on Desktop calls batch files. Use LRPUBPUB.BAT.

   Nuances, known bugs, and fixes

   Support Requirements & Contact Point/Domain Expert
   FTE: Gregory Yeldell
   Contractor
   Vendor

3. **Procedures for Contractor carrying out support requirements**
   All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

4. **Phone number:** (202) 273-4093

5. **System documentation -** None.
   User
   Reference
   Technical Training (if available)

AIS systems requiring support services: Dan Dalio

Finance

1.   **Name of Application/System : Year End Solutions**
       Purpose of this application
       Prepare W2, 1099 and Electronic Filing Files formats for Agency Tax reporting

       User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
       Finance Office - Dan Dalio

2.   **Name of Application/ System: Travel Manager**
       Server the SW resides on

       Software Configuration on Server

       Desktop Hardware supported on (386, 486, Pentium)
       486 or Better

       Desktop configuration (special cards/connections)

       Nuances, known bugs, and fixes

       Support Requirements & Contact Point/Domain Expert
       System Supported by Dan Dalio, Finance Office

3.   **Procedures for Contractor carrying out support requirements**

4.   **Phone number** - (202) 273-4230

5.   **System documentation** -
       User
       Reference
       Technical Training (if available)

Finance

1.   **Name of Application/System : Travel Manager**
       Purpose of this application
       Process Travel Orders/Vouchers

       User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
       Finance Office: Sondra Rhodes
                                Rita Beaudoin
                                Dan Dalio
                                Karl Rohrbaugh

2.   **Name of Application/ System: Travel Manager**
       Server the SW resides on
       Fin_Bud\SYS:\tm71

       Software Configuration on Server

       Desktop Hardware supported on (386, 486, Pentium)
       486 & Win 3.1 or Pentium or better with Win95

       Desktop configuration (special cards/connections)

       Nuances, known bugs, and fixes

       Support Requirements & Contact Point/Domain Expert
       System Supported by Dan Dalio, Finance Office and Laurie Sanders/Francis Young (ITB)

3.   **Procedures for Contractor carrying out support requirements**

4.   **Phone number** - (202) 273-4230

5.   **System documentation**
       User
       Reference
       Technical Training (if available)

Finance

1. **Name of Application/System : Backpay**
   Purpose of this application
   Track Backpay Activity, Generate Check File to be transmitted to Treasury

   User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
   Finance Office

2. **Name of Application/ System: MADE**
   Server the SW resides on
   FIN_BUD- Volume SYS1:
   Directories Backpay
   Files BP1995.mdb

   Local Drive
   Directories Backpay
   Backpay.mdb

   Software Configuration on Server

Directory	**Files**
Backpay	Datafile for Backpay

   Desktop Hardware supported on (386, 486, Pentium)
   Pentium or Better with Win95

   Desktop configuration (special cards/connections)
   Network Access

   Nuances, known bugs, and fixes

   Support Requirements & Contact Point/Domain Expert
   Supported by Dan Dalio, Finance Office

3. **Procedures for Contractor carrying out support requirements**
   Files in above directory must be restored from backup otherwise all data in lost.

4. **Phone number** - (202) 273-4230

5. **System documentation**
   User
   Reference
   Technical Training (if available)

Finance

1. **Name of Application/System : Connect:Direct**
    Purpose of this application
    Transmit Payment information to Treasury - KFC

    User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)

Finance Office:	Sondra Rhodes
	Dan Dalio
	Mary Zimmerman
	Phyllis Pelham
	Raj Mohan
	Kark Rohrbaugh
	Rita Beaudoin

2. **Name of Application/ System: Connect:Direct**
    Server the SW resides on

    Software Configuration on Server

    Desktop Hardware supported on (386, 486, Pentium)
    Current Version requires 386 with Dos 6.0 or later
    In process of upgrading to NT Version - Pentium or Better with Windows NT

    Desktop configuration (special cards/connections)
    Security encryption device (Supported by Treasury Contractor)
    Modem

    Nuances, known bugs, and fixes

    Support Requirements & Contact Point/Domain Expert
    System Supported by Dan Dalio, Finance Office
    Hardware Support Required for PC & Modem

3. **Procedures for Contractor carrying out support requirements**

4. **Phone number** - (202) 273-4230

5. **System documentation** - Located in Finance
    User
    Reference
    Technical Training (if available)

Finance

1.   **Name of Application/System : Treasury Offset Program (TOP)**
       Purpose of this application
       Access Treasury Secure Intranet

       User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
       Finance Office - Sondra Rhodes

2.   **Name of Application/ System: TOP**
       Server the SW resides on: NONE

       Software Configuration on Server

       Desktop Hardware supported on (386, 486, Pentium)
       Pentium or Better with Modem

       Desktop configuration (special cards/connections)

       Nuances, known bugs, and fixes
       Requires Dialup Network Access to Treasury Intranet.
       Requires Standard Winsock not Instant Internet version
       Will not work with modem pools (Shiva)

       Support Requirements & Contact Point/Domain Expert
       System Supported by Dan Dalio   Finance Office
       Hardware Support Required for PC & Modem

3.   **Procedures for Contractor carrying out support requirements**

4.   **Phone number** - (202) 273-4230

5.   **System documentation** - Located in Finance
       User
       Reference
       Technical Training (if available)

AIS systems requiring support services: Dan Dalio

Finance

1.   **Name of Application/System : Electronic Certification System**
        Purpose of this application
        Certification of Payments at Treasury

        **User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees,
        examiners, compliance officers)**
        Finance Office - Authorized Personnel

2.   **Name of Application/ System: ECS**
        Server the SW resides on NONE

        Software Configuration on Server

        Desktop Hardware supported on (386, 486, Pentium)
        Standalone 386 or 486 PC.

        Desktop configuration (special cards/connections)
        Security Devices
                Security Board & Smart Card Reader
        Modem
        Printer

        Nuances, known bugs, and fixes
        Current Board will not work with Faster PC's. (Faster than 100 Mz 486 or Pentium)
        Requires old systemboard with full size 16 bit ISA slot . Will not work with riser board.

        Support Requirements & Contact Point/Domain Expert
        System Supported by Dan Dalio, Finance Office
        Priority Hardware Support Required for PC

3.   **Procedures for Contractor carrying out support requirements**
        Files are backed up each day to diskette.
        Requires Security Card and password to reinstall Software

4.   **Phone number** - (202) 273-4230

5.   **System documentation** - Located in Finance
        User
        Reference
        Technical Training (if available)

AIS systems requiring support services: Dan Dalio

Finance

1.   **Name of Application/System: FEDTAX**
        Purpose of this application
        Access Tax Information at Treasury
        Transmit Tax Payment Information to Treasury

        User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
        Finance Office: Rita Beaudoin
                                Mary Zimmerman
                                Sondra Rhodes
                                Karl Rorhbaugh

2.   **Name of Application/ System: Fedtax**
        Server the SW resides on - NONE

        Software Configuration on Server

        Desktop Hardware supported on (386, 486, Pentium)
        Pentium or Better with Modem

        Desktop configuration (special cards/connections)

        Nuances, known bugs, and fixes
        Requires Dialup Network Access to Treasury Intranet.
        Requires Standard Winsock not Instant Internet version
        Will not work with modem pools (Shiva)

        Support Requirements & Contact Point/Domain Expert
        System Supported by Dan Dalio, Finance Office
        Hardware Support Required for PC & Modem

3.   **Procedures for Contractor carrying out support requirements**

4.   **Phone number** - (202) 273-4230

5.   **System documentation** - Located in Finance
        User
        Reference
        Technical Training (if available)

AIS systems requiring support services: Dan Dalio

Finance

1.   **Name of Application/System : Fedwire**
        Purpose of this application
        Verify Wire transfers into Agency account at Treasury

        User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
        Finance Office - Sondra Rhodes

2.   **Name of Application/ System: Fedwire**
        Server the SW resides on

        Software Configuration on Server

        Desktop Hardware supported on (386, 486, Pentium)
        Pentium or better with Win95 and Modem

        Desktop configuration (special cards/connections)
        Security device
        Modem

        Nuances, known bugs, and fixes

        Support Requirements & Contact Point/Domain Expert
        System Supported by Dan Dalio, Finance Office
        Hardware Support Required for PC & Modem

3.   **Procedures for Contractor carrying out support requirements**

4.   **Phone number** - (202) 273-4230

5.   **System documentation** - Located in Finance
        User
        Reference
        Technical Training (if available)

Finance

1.   **Name of Application/System : GOALS**
        Purpose of this application
        Access Treasury to retrieve Financial Reports

        User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
        Finance Office: Sondra Rhodes
                             Rita Beaudoin
                             Regina Ross
                             Mary Zimmerman
                             Jerrice Harmon

2.   **Name of Application/ System: TOP**
        Server the SW resides on NONE

        Software Configuration on Server

        Desktop Hardware supported on (386, 486, Pentium)
        486 or better with Modem

        Desktop configuration (special cards/connections)

        Nuances, known bugs, and fixes
        Will not work with modem pools (Shiva)

        Support Requirements & Contact Point/Domain Expert
        System Supported by Dan Dalio, Finance Office
        Hardware Support Required for PC & Modem

3.   **Procedures for Contractor carrying out support requirements**

4.   **Phone number** - (202) 273-4230

5.   **System documentation** - Located in Finance
        User
        Reference
        Technical Training (if available)

AIS systems requiring support services: Dan Dalio

Finance

1.   **Name of Application/System : HHG**
      Purpose of this application
      Access to GSA Household / Relocation System

      User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
      Finance Office - Rita Beaudoin

2.   **Name of Application/ System: HHG**
      Server the SW resides on NONE

      Software Configuration on Server

      Desktop Hardware supported on (386, 486, Pentium)
      486 or better with Modem and CD-ROM Drive

      Desktop configuration (special cards/connections)

      Nuances, known bugs, and fixes

      Support Requirements & Contact Point/Domain Expert
      System Supported by Dan Dalio, Finance Office
      Hardware Support Required for PC & Modem

3.   **Procedures for Contractor carrying out support requirements**

4.   **Phone number** - (202) 273-4230

5.   **System documentation** - Located in Finance
      User
      Reference
      Technical Training (if available)

AIS systems requiring support services: Dan Dalio

Finance

1.   **Name of Application/System : Check Remittance System**
        Purpose of this application
        Track Checks deposited by Agency

        User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
        Finance Office: Rita Beaudoin
                                Sharon Young
                                Mary Zimerman
                                Dan Dalio
                                Raj Mohan
                                Karl Rorhbaugh

2.   **Name of Application/ System: Check Remittance**
        Server the SW resides on FIN_BUD\Sys1:\backpay

        Software resides on local Drive c:\backpay

        Software Configuration on Server

        Desktop Hardware supported on (386, 486, Pentium)
        486 or better with Modem and CD-ROM Drive

        Desktop configuration (special cards/connections)

        Nuances, known bugs, and fixes

        Support Requirements & Contact Point/Domain Expert
        System Supported by Dan Dalio, Finance Office
        Hardware Support Required for PC & Modem

3.   **Procedures for Contractor carrying out support requirements**

4.   **Phone number** - (202) 273-4230

5.   **System documentation** - Located in Finance
        User
        Reference
        Technical Training (if available)

AIS systems requiring support services: Dan Dalio

Finance

1. **Name of Application/System : SIMPC - NFC**
    Purpose of this application
    Access to NFC

    User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
    Finance Office: Phyllis Pelham
                                      Dan Dalio
                                      Karl Rohrbaugh

2. **Name of Application/ System: NFC**
    Server the SW resides on: NONE

    Software Configuration on Server

    Desktop Hardware supported on (386, 486, Pentium)
    486 or better with Modem

    Desktop configuration (special cards/connections)

    Nuances, known bugs, and fixes
    Will not work with modem pools (Shiva)

    Support Requirements & Contact Point/Domain Expert
    System Supported by Dan Dalio, Finance Office
    Hardware Support Required for PC & Modem

3. **Procedures for Contractor carrying out support requirements**

4. **Phone number** - (202) 273-4230

5. **System documentation** - Located in Finance
    User
    Reference
    Technical Training (if available)

Finance

1.   **Name of Application/System : MADE**
       Purpose of this application
       Data Entry Module for Agency Accounting System

       User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
       Finance Office

2.   **Name of Application/ System: MADE**
       Server the SW resides on
       FIN_BUD- Volume SYS1:
       Directories MDE-ADMIN
              MENU
              MDE-FILE
              MDE-SRC
              MDE-OBJ
              MDE-EXE

       Software Configuration on Server

Directory	**Files**
MDE-ADMN	Batch files, Programs for Admin Users
MDE-FILE	ISAM Files
MENU	Batch files, Programs for Users
MDE-SRC,MADE95	COBOL Source
MDE-OBJ	OBJ Files

       Desktop Hardware supported on (386, 486, Pentium)
       386 or better

       Desktop configuration (special cards/connections)
       Network Access

       Nuances, known bugs, and fixes

       Support Requirements & Contact Point/Domain Expert
       Supported by Dan Dalio, Finance Office

3.   **Procedures for Contractor carrying out support requirements**
       Files in above directory must be restored from backup otherwise all data in lost.

4.   **Phone number** - (202) 273-4230

5.   **System documentation** - Located on Fin_Bud Filserver
       User
       Reference
       Technical Training (if available)

Finance

1. **Name of Application/System : Misc. Software/Hardware**
   Purpose of this application
   Tape Drive & ODI Software - On PC in Finance Computer room
   Barr Modem & Barrhasp Software - On PC in Finance Computer room

   User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
   Finance Office: Sondra Rhodes
                            Rita Beaudoin
                            Dan Dalio
                            Karl Rohrbaugh
                            Raj Mohan
                            Phyllis Pelham

2. **Name of Application/ System: Travel Manager**
   Server the SW resides on

   Software Configuration on Server

   Desktop Hardware supported on (386, 486, Pentium)
   486 or Better

   Desktop configuration (special cards/connections)
   Barr Hasp Internal modem
   Tape Controller Card
   Tape Drive

   Nuances, known bugs, and fixes
   Unknown if above devices will work on Pentium PC or Win95/98/NT

   Support Requirements & Contact Point/Domain Expert
   System Supported by Dan Dalio, Finance Office

3. **Procedures for Contractor carrying out support requirements**

4. **Phone number** - (202) 273-4230

5. **System documentation** -
   User
   Reference
   Technical Training (if available)

AIS systems requiring support services: Dan Dalio

Finance

1.　**Name of Application/System : ROBS**
　　Purpose of this application
　　Tracking Budget in Regional Offices

　　User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
　　Finance Office:　　　Sondra Rhodes
　　　　　　　　　　　　Rita Beaudoin
　　　　　　　　　　　　Raj Mohan
　　　　　　　　　　　　Dan Dalio
　　　　　　　　　　　　Karl Rohrbaugh

2.　**Name of Application/ System: Fedwire**
　　Server the SW resides on

　　Software Configuration on Server

　　Desktop Hardware supported on (386, 486, Pentium)
　　Pentium or better with Win95 and Access 97

　　Desktop configuration (special cards/connections)

　　Nuances, known bugs, and fixes

　　Support Requirements & Contact Point/Domain Expert
　　System Supported by Dan Dalio, Finance Office and Greg Yedell, ITB

3.　**Procedures for Contractor carrying out support requirements**

4.　**Phone number** - (202) 273-4230

5.　**System documentation** -
　　User
　　Reference
　　Technical Training (if available)

1.   **Name of application/System: Lotus Notes**
        Purpose of this application
        Download and deliver the Daily Labor Report to NLRB offices throughout the country.

        User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
        Library staff, Frank Battle in Division of Administration, Kent Larson and Garrett Hutsko in the Information Technology Branch.

2.   **Name of Application/ System:** *Judges Case Tracking System*
        Server the SW resides on
        Server - HQ - SERVER - 1
        Volume -
        Directory -
        Mapped -

        Software Configuration on Server
        NT Server 4.0
        Lotus Notes 4.6.1

        Desktop Hardware supported on (386, 486, Pentium)
        486 or better running Windows 3. 1, Windows 95/98 or Windows NT Workstation 3.x and above.

        Desktop configuration (special cards/connections)
        Lotus Notes software must be loaded on each client.

        Nuances, known bugs, and fixes
        Have had ongoing DLL conflict problems when non Notes software is installed on the client. The usual solution is to copy the original Windows 95 "wsock32.dll in the Lotus Notes directory on the client. The usual directory name is "C:\Notee'. The original "wsock32.dlF' is usually in CC c:\windows\systenf' renamed as "wsock32.001" or"wsock32.baV' and is about 63k in size, as of this writing.

        Support Requirements & Contact Point/Domain Expert
        FTE: Kent Larson
        Contractor
        Vendor

3.   **Procedures for Contractor carrying out support requirements**
        Knowledge of desktop operating system and potential DLL conflicts necessary. Knowledge of Lotus Notes application usage helpful.

4.   **Phone number** (202) 273 - 4089

5.   **System documentation - None**
        User - Online
        Reference - Online
        Technical Training (if available)

AIS systems requiring support services: Kent Larson

1.   **Name of Application/System : Executive Secretary Case Tracking System**
        Purpose of this application
        Track cases as processed by the Board Members.

        User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
        Office of Executive Secretary support staff, staff attorneys and managers. Support staff to the Board Members.

2.   **Name of Application/ System:** *Judges Case Tracking System*
        Server the SW resides on
        Server - BOARD
        Volume - BD SUP
        Directory - \EXSEC
        Mapped - Usually "H:"

        Software Configuration on Server
        DataFlex 2.3b **for DOS.** DataFlex runtime files and utilities should be located in the directory with the data files or in a searched drive.

        Desktop Hardware supported on (386, 486, Pentium)
        386 or better capable of running DOS

        Desktop configuration (special cards/connections)
        N/A

        Nuances, known bugs, and fixes

        Support Requirements & Contact Point/Domain Expert
        FTE: Kent Larson
        Contractor
        Vendor

3.   **Procedures for Contractor carrying out support requirements**
        Application developed "in house" and requires DataFlex expertise to support.

4.   **Phone number -** (202) 273-4089

5.   **System documentation - None**
        User - Dated user manuals and limited development/support docs.
        Reference
        Technical Training (if available)

AIS systems requiring support services: Kent Larson

1. **Name of Application/System: Headquarters Access System**
   Purpose of this application
   Display and print case activity on a case by case basis. Produce ad hoc FOIA and management reports. Generates graphs displaying case intake information.

   User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
   Operations Management, Representation Appeals, General Counsel staff, Information Technology Branch staff, Contempt.

2. **Name of Application/ System:** *Judges Case Tracking System*
   Server the SW resides on
   Server - OPS MGT
   Volume - HQACCESS
   Directory - \HQACCESS
   Mapped - Usually " J:"

   Software Configuration on Server
   DataFlex 3.Olb for DOS. DataFlex runtime files and utilities are located in "\HQACCESS\DF301". Harvard Graphics is located in "\HQACCESS\SHOW'.

   Desktop Hardware supported on (386, 486, Pentium)
   3 86 or better capable of running **DOS**

   Desktop configuration (special card/connections)
   N/A

   Nuances, known bugs, and fixes

   Support Requirements & Contact Point/Domain Expert
   FTE: Kent Larson
   Contractor
   Vendor

3. **Procedures for Contractor carrying out support requirements**
   Application developed "in house' and requires Dataflex expertise to support.

4. **Phone number -** (202) 273-4089

5. **System documentation - None**
   User
   Reference
   Technical Training (if available)

AIS systems requiring support services: Kent Larson

1.   **Name of Application/System: Judges Case Tracking System**
Purpose of this application
Track cases as processed by the Judges Division.

User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
Judges Division support staff and judges with offices located in Washington, New York, Atlanta and San Francisco.

2.   **Name of Application/ System:** *Judges Case Tracking System*
Server the SW resides on
Washington -
  Server - HQ - JUD
  Volume - SYS2:
  Directory - \JUDGES
  Mapped - Usually "L:"

New York Server - NY JUD Volume - SYS 1: Directory - VUDGES Mapped - Usually " T:"

Atlanta Server - ATL JUD Volume - SYS 1: Directory - \JUDGES Mapped - Usually " T:"

San Francisco Server - SF JUD Volume - SYS I: Directory - \JUDGES Mapped - Usually " T:"

Software Configuration on Server
DataFlex 2.3b for DOS. DataFlex runtime files and utilities should be located in the directory with the data files or in a searched drive.

Desktop Hardware supported on (386, 486, Pentium)
386 or better capable of running DOS

Desktop configuration (special cards/connections)
N/A

Nuances, known bugs, and fixes

Support Requirements & Contact Point/Domain Expert
FTE: Kent Larson
Contractor
Vendor

3.   **Procedures for Contractor carrying out support requirements**
Application developed " in house" and requires DataFlex expertise to support.

4.   **Phone number -** (202) 273-4089

5.   **System documentation - None**
User
Reference
Technical Training (if available)

AIS systems requiring support services: Kent Larson

1.   **Name of Application/System: Special Litigation Branch**
        Purpose of this application
        Track cases as processed by the Special Litigation attorneys.

        User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
        Special Litigation support staff, staff attorneys and managers.

2.   **Name of Application/ System:** *Judges Case Tracking System*
        Server the SW resides on
                Server - ENF LIT
                Volume - SL13
                Directory - \SPLIT
                Mapped

        Software Configuration on Server
        DataFlex 2.3b for DOS. DataFlex runtime files and utilities should be located in the directory with the data files or in a searched drive.

        Desktop Hardware supported on (386, 486, Pentium)
        386 or better capable of running **DOS**

        Desktop configuration (special cards/connections)
        N/A

        Nuances, known bugs, and fixes

        Support Requirements & Contact Point/Domain Expert
        FTE: Kent Larson
        Contractor
        Vendor

3/   **Procedures for Contractor carrying out support requirements**
        Application developed " in house" and requires DataFlex expertise to support.

4.   **Phone number -** (202) 273-4089

1.8   **System documentation - None**
         User - Dated user manuals and limited development/support docs.
         Reference
         Technical Training (if available)

AIS systems requiring support services

1. **Name of Application/System: Appellate Court Case Lookup**
   Purpose of this application
   Give Agency users access to the Appellate Court Report on status of cases

   User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
   Used widely through out the agency by those who have requested access and in all the regions

2. **Name of Application/ System**
   Server the SW resides on
   Available on the file server located in each region and on the Operations Management file server in Headquarters

   Software Configuration on Server
   Uses Access 2

   Desktop Hardware supported on (386, 486, Pentium)
   Any PC that can run Access 2

   Desktop configuration (special cards/connections)
   Uses the Setup located in the Appdiv directory

   Nuances, known bugs, and fixes

   Support Requirements & Contact Point/Domain Expert
   FTE
   Contractor
   Vendor

3. **Procedures for Contractor carrying out support requirements**

4. **Phone number**

5. **System documentation**
   User
   Reference
   Technical Training (if available)

AIS systems requiring support services

1.   **Name of Application/System: System 80 Work Station**
      Purpose of this application
      These consist of (2) 386 and (2) 486 PC's with a Step Card installed which allows the PC's to connect to the System 80 Main Frame

      User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
      These work stations are located in Ken Days, Garrett Hutsko, Carolyn Brown, and the System 80 areas

2.   **Name of Application/ System**
      Server the SW resides on

      Software Configuration on Server

      Desktop Hardware supported on (386, 486, Pentium)

      Desk-top configuration (special cards/connections)

      Nuances, known bugs, and fixes

      Support Requirements & Contact Point/Domain Expert
      FTE: Garrett Hutsko, Maggie Burwell
      Contractor: Allison & Ross
      Vendor: Allison & Ross

3.   **Procedures for Contractor Carrying Out Support Requirements**

4.   **Phone Number -** (202) 273-4069

5.   **System Documentation**
      User
      Reference
      Technical Training (if available)

AIS systems requiring support services

1.   **Name of Application/System: Case Handling Information Processing System**
                                        (CHIPS)

      Purpose of this application
      Collection of all C & R case information that the Regions handle

      User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)
      Field offices

2.   **Name of Application/ System**
      Server the SW Resides on
      Gateway 486 DX, Compac 3000

      Software Configuration on Server
      Novel 3.12, Novell 4.11, Intranetware

      Desktop Hardware supported on (386, 496, Pentium)
      386, 486 and Pentium

      Desktop configuration (special cards/connections)
      Courier V.everything Modem

      Nuances, known bugs, and fixes

      Support Requirements & Contact Point/Domain Expert
      FTE: Albert E. Wright
      Contractor:
      Vendor:

3.   **Procedures for Contractor carrying out support requirements**

4.   **Phone number -** (202) 273-4091

5.   **System documentation**
      User - C & R Case Data Entry Documentation
      Reference
      Technical Training (if available)

AIS systems requiring support services: Richard Hendricks

Personnel/payroll systems requiring support services

1.   Automated Personnel Display System (AUTOPERS)

1.1   Purpose of this systems is to provide the Personnel Branch of NLRB snapshot information (name, pay grade, location, etc.) on all NLRB   current employees.

1.2   Users of this application are Chief, Personnel Branch, Section Chiefs, Personnel Classification Specialist, and key personnel in Personnel Branch.

1.3   System is DATAFLEX software. Located on Admin File Server in Pers Directory.

1.4   Primary support person for this system is Richard Hendricks, Information Technology Branch. Documentation is also maintained by Richard Hendricks. Phone (202) 273-4132.

1.5   All users access the system by a bat file (Pers.bat) with an ICON located on their desktop screens.

1.6   System is updated every pay period with downloaded data from the National Finance Center, New Orleans, La.

2.   Automated Full Time Equivalent Reporting System (AFTER)

2.1   Purpose of this system is to provide the Budget Office of NLRB with payroll benefits and compensation information on employees to determine the cost to the agency for each employee.

2.2   Users of this application are the Auditors and Budget analysts of the Budget office.

2.3   System is currently in DATAFLEX software but will be converted to Microsoft Access in the near future. Located on the ITB_DEV file server in Pay Directory.

2.4   Primary support person for this system is Richard Hendricks, Information Technology Branch. Documentation is also maintained by Richard Hendricks. Phone (202) 273-4132.

2.5   All users access the system utilizing a Bat file (FTE.bat) located on their desktop screens.

3.   Equal Employment Opportunity Statistical Profile Reporting System

3.1   Purpose of this system is to provide the EEO office with the report writing capabilities to provide the EEOC with end of fiscal year profile statistical data on NLRB employees.

3.2   Users of this application are the EEO specialists in the EEO office.

3.3   System is currently in DATAFLEX software but will be converted to Microsoft Access in the near future.   Located on the Admin file server in the PERS Directory.

3.4   There is a sub-system of the EEO system for reporting on handicap employees of NLRB. Users of the subsystem are Personnel Specialist in the Employees Assistance Program Section of the Personnel Branch

3.5   Printing of reports from this system requires a printer capable of having the fonts modified to allow for printing of special line characters.

3.6   All Users access the systems with a bat file (EEO.bat) with an ICON on their desktop screen.

3.7   Primary support person for this system is Richard Hendricks, Information Technology Branch. Documentation is also maintained by Richard Hendricks. Phone (202) 273-4132.

4.   Merit Pay (Performance) system

4.1   Purpose of this system is to provide a personnel specialist in the personnel branch with base and scheduled salary information along with performance appraisal information on NLRB employees in pay grades 13, 14, and 15.

4.2   User of this application is personnel staffing specialist in the personnel branch.

4.3   System is currently in DATAFLEX software and will be converted to Microsoft Access. System is located on Admin File Server in the PERS Directory.

4.4   Users access the system with a bat file (GM.bat) with an ICON located on their desktop screen.

4.5   Printing of reports from this system requires a printer capable of having the fonts modified to allow for printing of special line characters.

4.6   Primary support person for this system is Richard Hendricks, Information Technology Branch. Documentation is also maintained by Richard Hendricks. Phone (202) 273-4132

5.   Advice System.

5.1   Purpose of this system is to track the advice and injunction recommendations on Labor Relations cases from the regional offices.

5.2   The principle users of this system are the attorneys and clerical staff in the Division of Advice and Injunctions Branch in the Headquarters building, Washington, DC.

5.3   System is currently in DATAFLEX software with plans to covert to Microsoft Access. System is located on the Advice File Server.

5.4   Users access the system with a bat file (AD.bat) located either on desktop screen or in their individual home directory.

5.5   Printing of reports from this system requires a printer capable of having the fonts modified for printing of special line characters.

5.6   Richard Hendricks and Al Wright of the Information Technology Branch provide primary support for this system. Al Wright maintains documentation.
Phone: R.Hendricks (202) 273-4132, Al Wright (202) 273-4091.

6.   Payroll/Personnel History System

6.1   Purpose of this system is to provide personnel/payroll history data on NLRB employees to the personnel branch.

6.2   The principle users of this system will be the Personnel staffing specialist and Payroll personnel in the Personnel Branch.

6.3   System is currently in DATAFLEX software and is in the process of being converted to Microsoft Access. System is currently located only on the PC located in Richard Hendricks' office. Plans are to move the system to the PERS directory on the Admin File Server upon completion of conversion and testing of the Microsoft Access version of the system.

6.4   When converted users in the Personnel Branch will access the system via an ICON located on their desktop screen.

6.5   Primary responsibility for support of this system will remain with Richard Hendricks, Information Technology Branch. Phone (202) 273-4132.

7.   Tickler / 52 System

7.1   Purpose of this system is to provide the Personnel Staffing Specialist of the Personnel branch with a method of tracking movement of Form 52 and 120/90 day notices of Appraisal due dates for NLRB employees.

7.2   The principle users of this system are the Personnel Staffing Specialist and supervisory personnel of the Personnel Branch.

7.3   System is currently in DATAFLEX software and will be converted to Microsoft Access. System is located on the individual PC of the Personnel Staffing Specialist in the Personnel Branch.

7.4   The Form 52 will be incorporated into the Agency form flow project and will be download from the Internet site.

7.5   The primary responsibility for this system was with L.Brad Gregory of Information Technology Branch, but is now with Richard Hendricks, Information Technology Branch. Phone (202) 273-4132.

AIS systems requiring support services: Sharon Lee

1. **Office of Appeals -** An automated casetracking system used to track "C" case Appeals. The functions of this system are data entry, retrieving and reporting. The retrieving function of this system is accessed by each person in the Office of Appeals.

    JYREPORT is a separate reporting system used only by one staff member in the Office of Appeals to produce Office of Appeals timelags.

2. **Office of Representation Appeals** - An automated casetracking system used to track R-case Appeals and Requests for Reviews of the RDs' Decisions. The functions of this system are data entry, retrieving and reporting. The retrieving function of this system is accessed by any person in the Office of Representation Appeals, several staff personnel in the Executive Secretary's Office and on the Board's staffs.

3. **Appellate Court Branch -** An automated casetracking system used to track C cases that have gone to the Appellate Court. The functions of this system are data entry, retrieving, and reporting. The retrieving function of this system is accessed by each person in the Appellate court and also may be found on any PC in the agency where the user does casetracking.

4. **Docket and Order Section** **-** An automated casetracking system used to record any and all correspondence addressed to the Board concerning C and R cases. The functions of the system are data entry, retrieving and reporting. This retrieving function of this system is accessed by any person in the Executive Secretary's Office, Representation Appeals, the Board's staffs, and may be found on any PC where the user does casetracking. Several retrieval programs are used depending on the office accessing the information.

5. **Docket and Order Labeling System -** An automated labeling system. The functions of the system are data entry, printing of envelope labels, and printing affidavit addresses of the parties involved in a case. This system is used only by the Docket and Order Section.

6. **Supreme Court System -** An automated casetracking system used to track all cases where a parry petitions the Supreme Court for Certiorari. The functions of this system are data entry, retrieving and reporting. The system is only accessed by Sharon Lee in the Information Technology Branch and a staff member in the Supreme Court Branch. Although, retrieving of old cases are linked with several other application Programs.

List of Headquarters systems supported by Sharon Lee

1. Office of Appeals - Casetracking for C Cases
2. Office of Representation Appeals - Casetracking for R Cases
3. Appellate Court Branch - Casetracking for C Cases
4. Docket and Order Section - Casetracking for C and R Cases
5. Docket and Order Labels - Labelling and Addressing for C and R Cases
6. Supreme Court Branch - Casetracking for C and R cases

Requirements and Support

With the exception of the Docket and Order Labeling System, which is written in Access 2.0 software language, **all systems** are written in **Dataflex 2.3** software language. The applications, database files, and language software reside on the Novell file server. The applications are

DOS-based and they can be run on a 386, 486 and or a Pentium PC. Each Dataflex and Access 2.0 application uses a program icon on the desktops to either execute the application directly or execute through a bat file. All systems are in-house supported with no contractor intervention.

The Docket and Order Labelling System application software and Language software reside on each Docket and Order user's PC. The data files reside on the Novell file server.

The only help desk requirement that may be of concern is that when loading or testing other PC software on Pentiums, be sure to close out any DFRUN or bat file application on the taskbar. If other software installation or testing causes a to reboot to the system while an application is open, the files are automatically corrupted. The users may not notify me until days or weeks later that data is missing or corrupted. If this occurs at that point, I do not have the slightest clue as to what caused the problem.

File Servers

Docket and Order - Board-Bdsup.Board.:\Exsec

Representation Appeals - Board-Bdsup.Board.:\Repfo

Docket and Order Labelling - Board-Bdsup.Board.:\Msacdock

Office of Appeals - Enf Lit-OA.Enf Lit.:\Appeals

Appellate Court Branch - Enf Lit-ACB.Enf Lit.:\Ellit

Supreme Court Branch   - Enf-Lit-SCB.Enf Lit.:\Elsct

AIS systems requiring support services: Sharon Lee

1. **Name of Application/System: Congressional System**
    Purpose of this application
    An automated system used to record information and to provide generated reports of written inquiries from senators and congressmen concerning NLRB matters. All inquires are directed to the General Counsel and then sent to Operations Management.

    User of Application
    Kay Mensah,
    Division of Operations
    Telephone: (202)-273-2879

2. **Name of Application/System**
    Server the SW resides on
    CPS MGT OPER

    Software
    Microsoft Access 97

    Desktop Hardware supported on (386, 486, Pentium)
    Gateway 2000 E-3 100

    Desktop configuration (special cards/connections)

    Support Requirements & Contact Point/Domain Expert
    In-house, Contact - Sharon Lee, Information Technology Branch

3. **Procedures for Contractor carrying out support requirements**

4. **Phone Number** (202)-273-4068

5. **System Documentation**
    User
    Reference
    Technical Training (if available)

AIS systems requiring support services

1. **Name of Application/System:**
   STAMPS (Statistical Analysis Monthly Processing System)

   Purpose of this application
   To produce information measuring regional performance and identifying areas which require special managerial and supervisory attention.

   User of this application:
   Statistical Services staff only

2. **Name of Application/System**
   Server the SW resides on
   Admin\MISB volume

   Directory:
   \Stat\Stamps

   Software Configuration on Server
   \Stat\Sttables\sttables.mdb

   Desktop Hardware supported on (386, 486, Pentium)
   386, 486, Pentium or better

   Desktop configuration (special cards/connections)
   C:\Stamps\Stamps.ini
   C:\Stamps\Stamps\Stamp.mdb

   Support Requirements & Contact Point/Domain Expert
   FTE : Dana Caine

3. **Procedures for Contractor carrying out support requirements**
   Contact Dana Caine

4. **Phone Number** (202) 273-4067

5. **System Documentation -** See Dana Caine
   User
   Reference
   Technical Training

AIS systems requiring support services

1. **Name of Application/System :**
    Statistical Services Forms in MS Excel 5.0 or better

    Purpose of this application
    To automate NLRB forms to allow for electronic transmission. These forms are Regional Case Dispositions, Initial Elections, RD Decisions, and 10(j) Injunctions. Once transmitted, these forms are imported into STAMPS.

    User of this application:
    Regional employees and Statistical Services staff only

2. **Name of Application/System**
    Server the SW resides on
    Regional files are on the Each region's server
    Statistical Services files are on MISB\STAT Volume

    Directory:
    Regional files are in their PUBLIC directory
    Statistical Services files are in \Stat\

    Software Configuration on Server
    Regional files: \PUBLIC\NLRB4538.xls (Master copy)
    \PUBLIC\FY4538MM.xls with FY being the fiscal year and MM being the reporting month (Working copy)

    \public\10jForm.xls (Master Copy)
    \public\FY10jMM.xls xls with FY being the fiscal year and MM being the reporting month (Working copy)

    \public\FYRDDEC.xls (Master Copy)
    \public\FYRDDEC.xls with FY being the fiscal year and MM being the reporting month (Working Copy)

    \public\FYMMIERN.xls (Master Copy)
    \public\FYMMIERN.xls with FY being the fiscal year and RN being the region's number (01-37) (Working Copy)

    Statistical Services receives the region's working copy each month via ccMail and stores it in \Stat\Regions\.

    Desktop Hardware supported on (386, 486, Pentium)
    386, 486, Pentium or better

    Desktop configuration (special cards/connections)
    File must be saved in MS Excel 5.0 format.

Support Requirements & Contact Point/Domain Expert
FTE : Dana Caine
FTE : Joyce Paige

3.   Procedures for Contractor carrying out support requirements
Contact Dana Caine (202) 273-4067
Joyce Paige (202)273-4186

4.   Reference attached

Directions for Entering Dispositions Data into the Excel Spreadsheet

Note: This spreadsheet is <u>not to be altered in anyway,</u> unless authorized by Statistical Services.

The user(s) of this data entry file must have Microsoft Excel 5.0 in order to enter data.

Placing Your Regional Number in the File

Open the file by clicking on FILE, OPEN, identify the proper directory which the file is located along with the **filename (NLRB4538.XLS)**, and click on ENTER.

After reading the directions, click on the tab labeled Page 1, and click on the cell labeled as Region #. Press the F2 key to Edit the cell (or data entry). Delete the # sign and type in your regional number (01-37). This will be the only time you type your regional number into this spreadsheet.

You should then save the file by clicking on FILE, SAVE, and then on FILE, and CLOSE to close the file

Backing Up the File

You should never enter data into the **NILRB4538.XILS** file. This is your backup file. You should also make two other backup copies of this file on the primary user's hard drive and on a floppy disk.

You can create a backup on the hard drive by opening the file (if not already open) and clicking on FILE, SAVE AS, and entering **C:\NLRB4538.XLS**.

You can create a backup on a floppy disk by opening the file and choosing FILE, SAVE AS, and entering **A:\NLRB4538.XLS or B:\NLRB4538.XLS**. Don't forget to place a disk in your A:\ or B:\ drive.

Using One File per Fiscal Year & New File Name

It is very important that you understand that an entire fiscal year's data be put into a single file to be named as **FY4538RN.XLS** (**FY** being the Fiscal Year and RN being the region number **(01-37)**. If your region's file is altered in any way or not named correctly, statistical services willnot properly receive the file.

Entering Data and Corrections

Only Numeri (0-9) data is to be entered into pages I through 5 of this file. By placing non-numeric characters on pages I - 5, your submission of the report will be incorrect.

The spreadsheet will not allow you to enter data into columns 2, 4, 5, 6, 7, 99 109 12~ 149 19, 32 because they are summarized columns to show the total for categories 1, H, and III.

Corrections are to be recorded on page 6. This is the only area in which you will list corrections.

All corrections should be placed in the current month's cell (or data entry point). For example, if you just finished entering July's data and have a correction in June (or any previous Month), the correction should be placed in July's cell.

Corrections should be listed in the format:

    Month - Column #: incorrect number to correct number

An example of this is:

        May - Column 2(c) : 58 to 45

Please note that each cell (or data entry area) can only contain up to 256 characters, therefore no other information should be placed on this page.

Keeping copies for regional purposes

Hard Copy (printed copy):

We strongly suggest that you keep a hard copy of the file updated each month, meaning each month you should print the file with the new month's data in it. This can be done by clicking on FILE, PRINT, ENTIRE WORKBOOK, PAGE(S), and typing in the page numbers as I - 6.

If there are any questions, do not hesitate to call Dana Caine at (202) 2734127 or Joyce Paige at (202) 273-4186.

Keeping 2 copies for regional purposes

Hard Copy (printed copy):

We strongly suggest that you keep a hard copy of the file updated each month, meaning each month you should print the file with the new month's data in it. This can be done by clicking on FILE, PRINT, ENTIRE WORKBOOK, PAGE(S), and typing in the page numbers as I - 6.

If there are any questions, do not hesitate to call Dana Caine at (202) 2734127 or Joyce Paige at (202) 273-4186.

DIRECTIONS FOR ENTERING REGIONAL DIRECTOR DECISIONS DATA
INTO THE EXCEL SPREADSHEET

Note: This spreadsheet is <u>not to be altered in any way,</u> unless authorized by Statistical Services. In order to use this file, you must have Microsoft Excel 5.0, Microsoft Excel 95, or Microsoft Excel 97.

This data entry file MUST always be saved in the current format which is Microsoft Excel 95/97 Workbook(*.xls).

Backing up the File

You should never enter data into the **FYMMRDRN.XLS** file. This is your backup file. You should make two other backup copies of this file on the primary users hard drive and on a floppy disk. You can create a backup on the hard drive by opening the file (if not already open) and clicking on FILE, SAV,E AS, and entering **C:\FYMMRDRN.XLS.** You can create a backup on a floppy disk by opening the file and choosing FILE, SAVE AS, and entering **A:\FYMMRDRN.XLS or B:\FYMMRDRN.XLS.** Don't forget to place a disk in your A:\ or B:\ drive.

Naming the File for Monthly Use & Using One File Per Month

It is very important that you send the file each month with ***ONE <u>Month's data </u>***(the reporting month) and name it as **FYMMRDRN.XLS** (FY being the Fiscal Year, MM being the Month [01-12] and RN being the region number 01-37: e.g. 9801RD01.XLS). You can do this by clicking FILE , SAVE AS, enter file name as previously specified.

Enterinq Data and Corrections

When entering the case number, enter the region number (01 -34), the docket number should be entered into the spreadsheet first and then in the next column the case type should be entered. DO NOT enter the docket number and the case type in the same cell. For example, under the docket number type the case as whole number, e.g., 12345. Then after moving to the next cell, type the case type, e.g. CA. All Dates should be entered as **MM/DD/YYYY**, for example, 01/05/1998.

If corrections need to be made on subsequent reports, they should be noted appropriately after all current month cases. Please DO NOT add any special characters to the any of the fields, or the data submitted by your region will not be unless authorized by Statistical Services.

Keeping copies for Regional purposes

Hard Copy (printed copy):

We suggest that you print a hard copy of your file each Month for your purposes before submitting this file to the Stat Services mailbox. This can be done by clicking on FILE, PRINT, then selecting OK

If there are any questions about these instructions or the data entry form, do not hesitate to call Dana Caine at (202) 2734067.

ELECTIONS DATA INTO THE EXCEL SPREADSHEET

Note: This spreadsheet is <u>not to be altered in any way,</u> unless authorized by Statistical Services. In order to use this file, you must have Microsoft Excel 5.0, Microsoft Excel 95, or Microsoft Excel 97.

This data entry file MUST always be saved in the current format which is Microsoft Excel 95/97 **Workbook(*.xis)**.

<u>Backing up the File</u>

You should never enter data into the **FYMMIERN.XLS** file. This is your backup file. You should make two other backup copies of this file on the primary user's hard drive and on a floppy disk. You can create a backup on the hard drive by opening the file (if not already open) and clicking on FILE, SAVE AS, and entering **C:\FYMMIERN.XLS.** You can create a backup on a floppy disk by opening the file and choosing FILE, SAVE AS, and entering **A:\FYMMIERN.XLS or B:\FYMMIERN.XLS.** Don't forget to place a disk in your A:\ or B:\ drive.

<u>Naming the file for monthly use & Using One File Per Month</u>

It is very important that you send the file each month with ***<u>ONE Month's</u> data*** (the reporting month) and name it as **FYMMIERN.XLS** (FY being the Fiscal Year, MM being the month [01 -12] and RN being the region number [01-37]: e.g. 9801IE01.XLS). You can do this by clicking FILE, SAVE AS, enter file name as previously specified.

<u>Entering Data and Corrections</u>

When entering the case number, enter the region number (Ol - 34), the docket number should be entered into the spreadsheet first and then in the next column the case type should be entered. DO NOT enter the docket number and the case type in the same cell. For example, under the docket number type the case as whole number, e.g., 12345. Then after moving to the next cell, type the case type, e.g. CA. All Dates should be entered as MM/DD/YYYY, for example, 01/05/1998.

If corrections need to be made on subsequent reports, they should be noted appropriately after the current month's cases. Please do not add any special characters to the any of the fields, unless authorized by Statistical Services.

<u>Keeping copies for Regional purposes</u>

Hard Copy (printed copy):

We suggest that you print a hard copy of your file each Month for your purposes before submitting this file to the Stat Services mailbox. This can be done by clicking on FILE, PRINT, then selecting OK

If there are any questions about these instructions or the data entry form, do not hesitate to call Dana Caine at (202) 273-4067.

AIS systems requiring support services: Jean Hill

1.   **Name of Application/System: FORMS (Jetform)**

       Purpose of this application:
       To interface with CATS and also to run stand alone and print NLRB blank forms, or can be used to fill in forms.

       User of this application:
       Regions/Resident offices/Sub Regions and Headquarters

2.   **Breakdown of System**

       Server the system resides on
       FORMS is loaded on the Novell server in all Regions.

       Directory on Server;
       Y:\FormFlow\Filler25

       Desktop hardware supported:
       P200 Pentium, 32 Megabytes of primary memory, Fifteen (15) inch or greater video monitor; Three and one half (3.5) inch high-density, micro-floppy drive, CD-ROM drive; NE-2000 compatible network card, Super VGA or better video card supporting a minimum of 800x600x256 resolution.

       Desktop Configuration:
       Win 95, Microsoft Products
       NLRB Menu developed by contractor that still furnishes technical support.

       FORMS
       Use with CATS is still under development.

       Support Requirement and Contact
       FTE: Jean Hill 202-273-2994
       Contractor: Crutchfield & Associates

3.   **Procedures for Contractor carrying out support requirements**
       FORMS is a COTS product, manual is available for support

4.   **Phone Number** (202)-273-2994

5.   **System documentation**
       User – Documentation on file for menu
       Reference – Software documentation by JetForm on file
       Technical Training - available thru JetForm

AIS system requiring support services: Jean Hill

1.　　　**Name of Application/System: CATS (under development, not full
production)**

　　　　Purpose of this application:
　　　　Support Case Handling with the NLRB

　　　　User of this application:
　　　　Regions/Resident offices/Sub Regions/Headquarters/NLRB

2.　　　**Breakdown of System**

　　　　CATS utilizes an NT and Novell server at Headquarters and one of each in the
　　　　Region. Headquarters NT Servers shall operate under an Intel Pentium-Pro dual
　　　　processor system; 256 megabytes of RAM, 10 Gigabytes of hard drive storage;
　　　　LAN/WAN and remote access and an adequate backup system. Regional NT
　　　　Servers shall operate under an Intel Pentium-Pro dual processor system; 128
　　　　Megabytes of RAM; 4 gigabytes of hard drive storage; WAN and remote access;
　　　　data backup. For Novel server configuration, please see the Infrastructure
　　　　comments submitted by Francis Young.

　　　　Software Configuration on NT Server
　　　　Microsoft NT Windows NT Server
　　　　Microsoft SQL Server version 6.5

　　　　Directories on the Server's are:
　　　　On regional Novell servers: Y:\CATS\CATSTCOR
　　　　　　　　　　　　　　　　Y:\CATS\CATSTEMP
　　　　　　　　　　　　　　　　Y:\CATS\CATSTREP
　　　　　　　　　　　　　　　　Y:\CATS\SETUP

　　　　On regional workstations, the default directories created by the CATS installation
　　　　are:　　　　　C:\Program Files\Borland
　　　　　　　　　　C:\Program Files\MSSQL
　　　　　　　　　　C:\Program Files\CATS

　　　　Desktop hardware supported:
　　　　P200 Pentium, 32 Megabytes of primary memory, fifteen (15) inch or greater
　　　　video monitor; three and one half (3.5) inch high-density, micro-floppy drive,
　　　　CD-ROM drive; 3-COM network card, Super VGA or better video card
　　　　supporting a minimum of 800x600x256 resolution.

　　　　Desktop Configuration:
　　　　Win 95, WORD, FORMS, ensure that Commctl32.dll is version 4.20 or greater.

CATS is still under development and not in full production and is supported by a contractor.

Support Requirement and Contact
FTE: Jean Hill 202-273-2774
Contractor: EDS (contact via CATS on cc:mail)
Software user for CATS is Delphi version 3.5. Version 4.0 has been received but not being used at the present time. Data base software used is Sequel Server version 6.0. Reporting tool used is Crystal 6.0. Some of the development tools are: BPWin, Bounds Checker, DBDiff, Data Junction, Full Shot, Install Shield, Robo Help, PVCS, and SQA for testing.

3. **Procedures for Contractor carrying out support requirements**
   (Help Desk calls for CATS are forwarded to EDS). Contact via CATS on cc:Mail or Project Manager, Jean Hill, 202-273-2994.

4. **Phone Number** – (202)-272-2994

5. **System documentation**
   Technical - Under development
   Training - Regions are being trained as deployed. Training documentation currently being updated to Release 1.1.